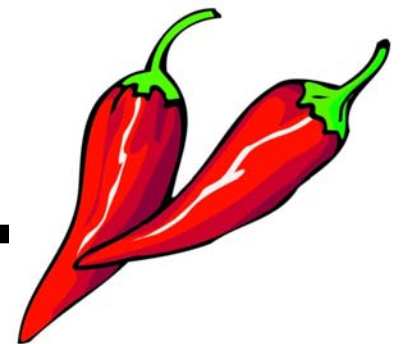


Tracks – T15

# Tracking Lockers



CONNECTIONS 2007



# Agenda

- Initial Setup
- Issue Lockers
- Locker Cards
- Print Reports
- See how it works!



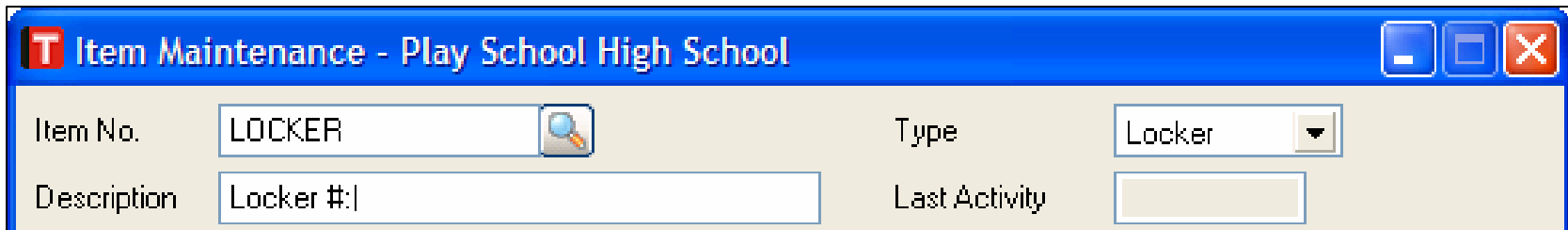
---

CONNECTIONS 2007

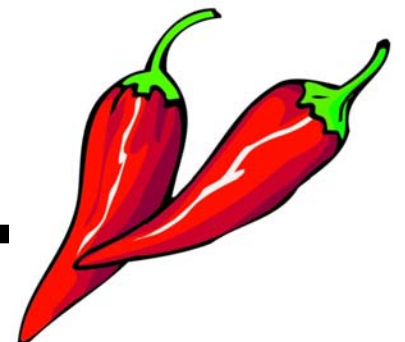


# Create the Item

- Create the item for your lockers in locker maintenance.
- Charge for lockers or issue free lockers.



Item No.	LOCKER	Type	Locker
Description	Locker #:	Last Activity	



# Settings on UDFs Tab

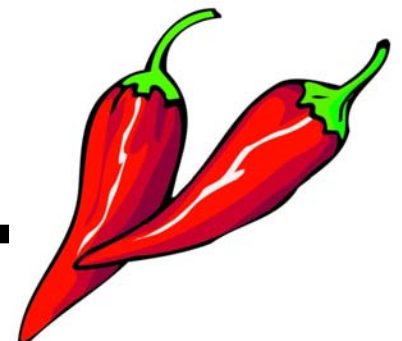
- Are Locks Built In or Separate?
- How should Locker Information print?
- Do you have Multiple Students?
- How to Assign Lockers?

Locks Built In  Print Locker Info on Receipt  Assign Locker Based On

Save Locker Information for Next Year

Allow Multiple Students  Number of Students Per Locker

Grade  Gender



# Lock Maintenance

- Enter locker number and combination.
- Optional!

Lock Maintenance - Play School High School

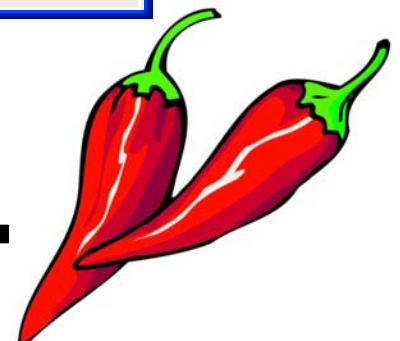
Lock No: 101

Combination No.: 12-23-45

Navigation: [Left] [Right] [Back] [Forward]

Actions: [Accept] [Cancel] [Delete] [Print] [Help]

Status: ZPLAY 02/16/07



# Locker Maintenance

- Enter basic information about locker.

Locker Maintenance - Play School High School

Locker No. 1

Lock Number 000111

Combination Number 12-25-36

Hall C

Location Code T

Grade Level 9

Gender Female

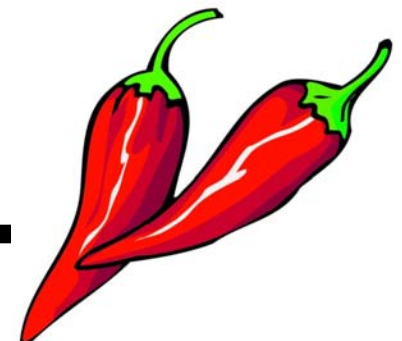
No. Students Assigned 0 of 1

Broken

Comment

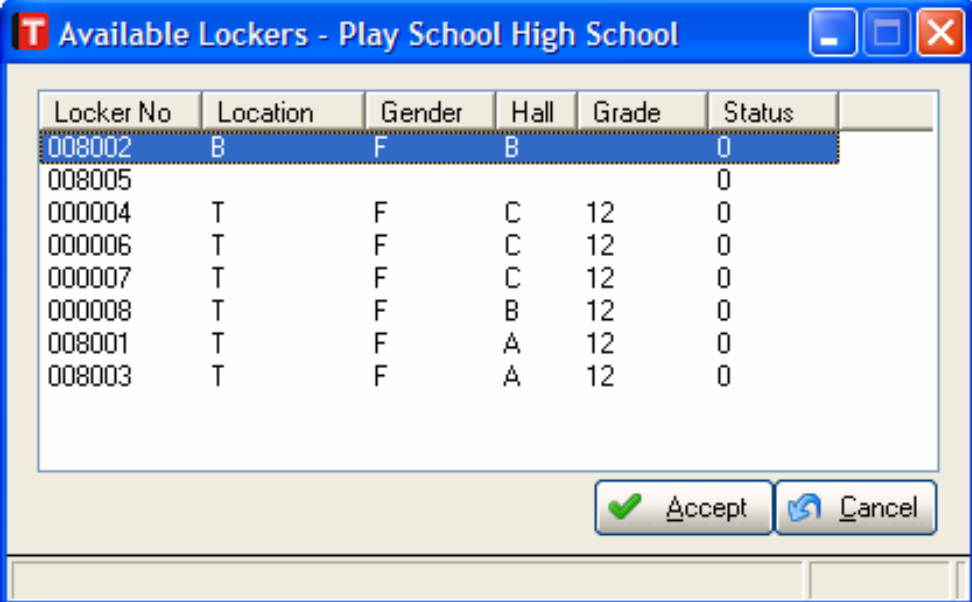
Accept Cancel Delete ?

ZPLAY 02/16/07



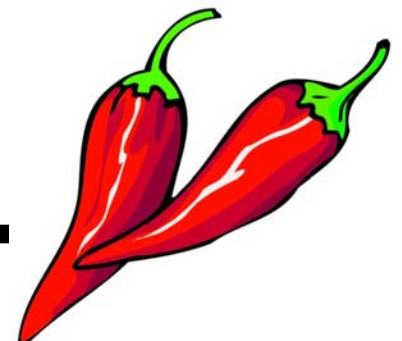
# Issue Lockers Work Screen

- Sell the locker item.
- Choose an available locker.
- Print Receipt.



Locker No	Location	Gender	Hall	Grade	Status
008002	B	F	B		0
008005					0
000004	T	F	C	12	0
000006	T	F	C	12	0
000007	T	F	C	12	0
000008	T	F	B	12	0
008001	T	F	A	12	0
008003	T	F	A	12	0

Sort by any column by clicking on the Header.



# Issue Lockers—Locker Assignment

- Choose locker.
- Choose student.
- No receipt will print.

**Locker Assignment Maintenance - Play School High School**

Locker No.

**Locker Information**

Lock Number  Students 0 of 1 Grade

Lock Combination  Location  Gender

Comment  Broken  Hall

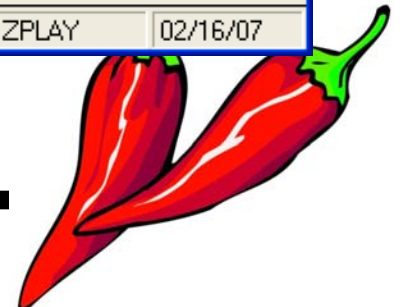
**Locker Assignment**

Customer No.   Bose, Sandra Date

Notes

Line No.	Cust No.	Cust Name	Date	Notes
1	901255	Bose, Sandra	02/16/07	

ZPLAY 02/16/07



# What about tracking locks only?

- Choose locks are “built-in.”
- In Locker Mntce, enter lock number & combo.
- Issue lock the same way.

Locker Maintenance - Play School High School

Locker No. 101

Lock Number

Combination Number 12-30-45

Hall

Location Code

Grade Level

Gender

No. Students Assigned 0 of 1

Broken

Comment

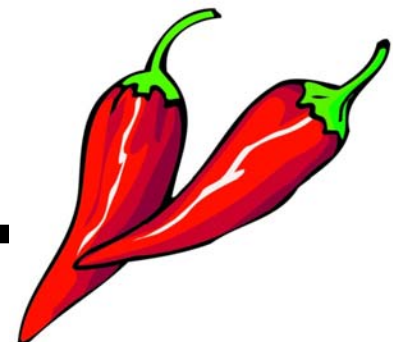
Accept Cancel Delete ?

ZPLAY 02/16/07



# Locker Cards

- Contain important locker data.
- You can hand a card to each student as a reminder.
- You can also scan the bar code on the card to assign the appropriate locker on either the Work Screen or in Locker Assignment Maintenance.



# Locker Cards

- Choose options.
- Print additional comments.

**Print Locker Cards - Play School High School**

Selection: All, Starting, Ending

Locker Number:  [ ] [ ]

Include on each Card:

Combination	<input checked="" type="checkbox"/>	Comments	<input type="checkbox"/>	Gender	<input checked="" type="checkbox"/>
Grade	<input checked="" type="checkbox"/>	Hall	<input checked="" type="checkbox"/>	Location	<input checked="" type="checkbox"/>

Number of Duplicate Cards to Print:

Sort By:

Text Printed on each Card. (Limited to physical length.)

Please take this card to the table labeled "Lockers." If there are any problems with your locker, please report to the front office.

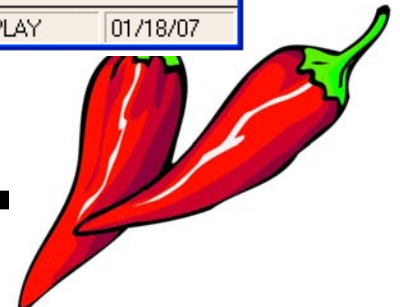
Go Blue Bears!

Remember Settings:

HP DeskJet 500 on LPT1:

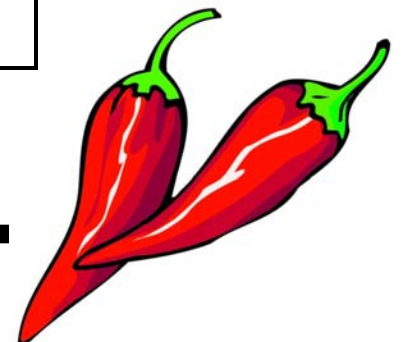
Print Preview Cancel Setup ?

ZPLAY 01/18/07



# Locker Cards

- Sample Card
- Eight will print on a single page.



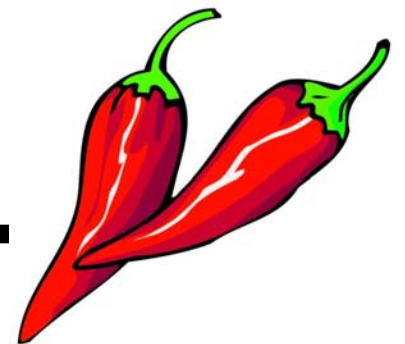
# Report Options

- Locker Listing - verify that the information is correct.
- Assigned Locker Report - see each locker that is already assigned to a student.
- Unassigned Locker Report - see each locker that is not already assigned to a student.



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CONNECTIONS 2007



# Let's Walk Through It! Or Questions & Answers



CONNECTIONS 2007

